

# Vendor Payment Terms Clarification Request

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

I hope this message finds you well. I am writing to request clarification regarding the payment terms outlined in our recent agreement dated [Insert Agreement Date].

Specifically, we would like to confirm the following details:

- Payment Due Date: [Insert Query]
- Payment Method: [Insert Query]
- Discounts for Early Payment: [Insert Query]

Understanding these terms is essential for our accounting procedures and to maintain the smooth operation of our business relationship.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Contact Information]